



THE SUNRISE MIDDLEBURY HUB GUIDE

Date last updated: 08/23/2020

ARTICLE 1: NAME

The name of our organization is **Sunrise Middlebury**.

ARTICLE 2: PURPOSE

As the Middlebury Sunrise Hub, we are deeply committed to fighting for environmental justice and the legislation needed to promote and create a just, equitable, and anti-oppressive future for all. Through our actions, we strive to alter how the Middlebury campus and broader community views the urgency of the climate crisis, and galvanize change.

Sunrise Middlebury recognizes that the climate crisis has truly been a crisis for many individuals for far longer than there has been a recognizable name for it. The natural world we wish to protect has been weaponized by those with privilege against frontline and marginalized communities. We fight for the health, well-being, and safety of marginalized communities through an environmental lens. We do this by building up people power and holding our institutions, specifically our local and state government, as well as the Middlebury community, accountable for caring more about people's well being than profit or reputation.

We must come into this fight for a Green New Deal not as sole saviors, but as supporters, allies, those in solidarity of a wide-scale movement for the people. Sunrise Middlebury works to address white supremacy, privilege, and racism within our ranks and in the Middlebury College community as a whole. As such, we stand in solidarity with our BIPOC neighbors, we communicate with them to create a web of support and allyship, and we mobilize behind the movements and actions of our community's BIPOC organizations. It is in this ambiance of justice in which we will be able to create an Earth that is safe, clean, and healthy for all.

ARTICLE 3: AFFILIATIONS

Sunrise Middlebury only shares name affiliation with Sunrise Movement and principles upon which it was founded. The 11 founding principles as Sunrise Middlebury has interpreted them are as follows:

1. We are a movement to stop climate change and create millions of good-paying jobs in



the process.

- a. We unite to make climate change an urgent priority across America, end the corrupting influence of fossil fuel executives on our politics, and elect leaders who stand up for the health and wellbeing of all people.
2. We grow our power through talking to our communities.
 - a. We talk to our neighbors, families, religious leaders, classmates, and teachers, in order to spread our word. Our strength and work is rooted in our local communities, and we are always growing in number.
3. We are people from all walks of life.
 - a. We value each other in our differences and we are united in a shared fight to make real the promise of a society that works for all of us.
4. We utilize both mobilization and organization.
 - a. We strive to strengthen those already aligned with our values, as well as expand our realm of influence.
5. We tell our stories and we honor each other's stories.
 - a. We all have something to lose to climate change, and something to gain in coming together. We tell our individual stories to connect with each other and understand the many different ways this crisis impacts us.
6. We ask for help and we give what we can.
 - a. We all have something to offer to the movement. Some of us give time through volunteering. Some of us give money. We invite our community into the movement by asking for the help we need.
7. We take initiative.
 - a. Any group can take action in the name of Sunrise. We ask for advice — not permission — from each other to make this happen. To make decisions, we ask ourselves, “does this bring us closer to our goal?” If yes, we simply do the work that is exciting and makes sense.
8. We embrace experimentation and we learn together.
 - a. We welcome imperfection, share innovations, and learn through honest mistakes followed by honest conversations that help us move forward together. If we see something we don’t like, we contribute with something we do like, modeling an alternative.
9. We take care of ourselves, each other, and our shared home.
 - a. We maintain our health of body, mind, spirit, and environment to the best of our ability so that we can maintain a strong movement together. We respect that for each of us this looks different.
10. We stand with other movements for change.
 - a. Stopping climate change requires winning and holding power at every level of government. This is a huge job and we can’t do it alone. When it makes sense, we work with other movements who share our values and are also working to win political power.
11. We shine bright (like a diamond).
 - a. There are hard and sad days, to be sure. This isn’t easy work. But we strive to bring a spirit of positivity and hope to everything we do. Changing the world is



a fulfilling and joyful process, and we let that show.

ARTICLE 3: MEMBERSHIP

We seek to involve and engage as many members of our community as possible and we want the Hub to always be a safe, inclusive, space in which anyone can join at any time. There are no requirements to be a member of Sunrise Middlebury; ~~people simply~~, ~~people~~ have the autonomy to determine if they identify as a member of the group. To that end, they can contribute in whatever capacity they desire, and will not be disbanded from the hub on the grounds of lack of involvement. If at any point in time, an individual wishes to become more involved, they are encouraged to contact any coordinator. There is never any expectation to remain involved in the Hub if it no longer serves an individual. We care for the wellbeing of everyone in this community and we truly seek to make the space welcoming and supportive to all, regardless of previous or current level of involvement.

ARTICLE 4: COORDINATORS

Hub Coordinator

Guiding & coordinating the overall work and direction of the Hub.

Responsibilities: Setting strategy, interfacing with the Movement Support Team, implementing structure, convening meetings, and supporting team leads. Evaluating the efficacy and functionality of different working groups, making sure there is an end goal and that resources are properly allocated, and updating this guide as the operational working groups change.

Working groups: Primarily Organizational, but all working groups

JEAO

Coordinating hub efforts to evaluate and actualize the hub's commitment to justice, equity, and anti-oppression

Responsibilities: Work in tandem with Partnerships lead to create relationships with student and Vermont social justice organizations. Work with the Hub Coordinator and Engagement, Political, Actions, and Social Media teams to ensure that they all implement a JEAO plan and that all actions are accessible. Construct an anti-racism packet for onboarding and work with the organizational working group to ensure anti-racism is part of the hub structure and hub meetings.

Working groups: M4BL solidarity

Engagement

Rather than being in charge of recruitment, this person is primarily focused on integrating in new members. This person will make sure that everybody who shows interest and/or comes to a meeting/event will be engaged with personally and find a place in the group (including delegating responsibilities to engage members). Once onboarding infrastructure is in place, engagement can extend into recruitment where they work actively to draw in new prospective members and build hub size.



Responsibilities: managing a list of people who have shown interest, collecting data via surveys on areas of participation and capacity (hours people are able to put in), ensuring that every prospective new member has a 1:1 with a current hub member, 1:1 trainings, building a new member information packet and updating it regularly, plugging new members in post 1:1s and throughout the year via small action steps and connecting them with other project leads.

Working groups: Onboarding

Partnerships

Helping the hub embody Sunrise's 10th principle (We Stand with Other Movements for Change) through showing up for and collaborating with other groups and internal education. The partnerships lead is the face of the Sunrise Middlebury to other groups and organizations.

Responsibilities: Maintaining and updating the spreadsheet of Sunrise partnerships and liaisons, updating the Sunrise google calendar with the events of other student and VT organizations and sending out reminders or coordinating with Social Media personnel to advertise such opportunities/actions, attend meetings and events of our partners, and facilitate genuine collaborations with other groups through coalitions, joint-campaigns, and projects.

Working groups: All/any

Actions

Coordinating participation in Sunrise campaigns/actions. The action lead will have a team that may change and evolve depending on the action.

Responsibilities: Strike/action design, planning, and execution. Works with partnerships to collaborate with other groups for joint actions. Communicates with Social Media leads to ensure that actions are advertised and well attended. Works with political to support their actions and events and make sure they are well executed. Coordinates with engagement to help new members take action and also have new member drives.

Working groups: Political

Political

~~Developing strategy to win political power for the GND!~~ The Political Coordinator uses momentum-based organizing models and Sunrise's theory of change to develop a statewide political and and actions plan that unites groups across the state while fighting for a Green Mountain New Deal in Vermont and a Green New Deal and Thrive Agenda nationally. The Political Coordinator also works to educate the hub on Sunrise's goals, strategy, and tactics, as well as the political scene in Vermont.

Responsibilities: This includes selecting **political** target(s) **for escalated action arc**, engaging with candidates & elected officials, leading endorsement processes, and working with the Social Media, Actions, and Partnerships leads to strategically build power to push candidates & politicians to back the GND. **Additionally, the Political Coordinator builds the field plan for elections, which includes phonebanks, postcard-making parties, town halls, and friend-to-friend organizing parties.**

Working groups: Political **and actions**



Communications

Telling the story of Sunrise and the Green New Deal to the public and coordinating communications across the hub by running social media and communicating with external media outlets. The communication lead/team is not solely responsible for the content of these communications (can be delegated to other members), but ensures that they are carried out.

Responsibilities: Maintaining the hub's Instagram, Facebook, and website. Sends out a monthly newsletter as well as manages emailing the listserv for any sort of mass broadcasted communication. Manages and delegates press and media outreach. Holding a slack training at the beginning of each semester and working with engagement to create a slack guide for new members who trickle in throughout the year.

Working groups: Website, Social Media

Treasurer

Raising the money you need to do the things you want to do! This person manages the fundraising and finances of Sunrise Middlebury.

Responsibilities: Running fundraising drives and making 1:1 asks, creating and managing the hub's finance system, setting up your hub's ActBlue page and promoting it in your community, managing a TrueLink debit card and monitoring hub spending, tracking and reporting expenditures.

Working groups: Fundraising

Goal/Small Roles:

These are lower time commitment roles that should be delegated throughout the year to new and/or active members who may not have a board position. Before these roles are filled, they will be the responsibility of the hub and filled on a case by case basis.

Climate Education

Community

Creativity Director

Designated photographer/videographer

Newsletter/Internal Communications

Press/Media

Trainings

Data

Ambassador

ARTICLE 5: MEETINGS

Full Hub Meetings

Regularity:



- Sunrise Middlebury has weekly full hub meetings. The day is decided by the board before the semester starts and the time is decided by hub using When2Meet.
- If a member has a conflict and would like to change the date/time of the full hub meetings, it must be approved by the entire hub.

Roles:

- Facilitator(s): Facilitator(s) are chosen at the end of each full-hub meeting. The facilitator(s) do not need to be board members, and each should have no more than 3 facilitators. No member can facilitate 2 weeks in a row, though they can facilitate multiple times in a semester. The Engagement Coordinator and Hub Coordinator will help newer members facilitate and will remind facilitators of their commitments.
- Note-taker(s): 1-2 note-taker's will be assigned at the beginning of each meeting. Note-taker's can not be the same member as the facilitator(s). At the end of the meeting, note-takers are responsible for sending meeting notes and a quick summary of the meeting in Slack.

Structure:

- Overall: Hub meetings should be no more than an hour long.
- Check-ins: Name, pronouns, check-in question, (optional) grounding practice
- Land acknowledgements: Facilitators will use [this guide](#) and [this map](#) to come up with their own land acknowledgement section of the meeting.
- JEO Mini-Training: Before the meeting, facilitator(s) should check in with the JEO Coordinator and working group to come up with a quick training or video. This section should take no more than 10 minutes.
- Announcements: Announcements start with board members, then are opened up to all hub members. This section should be around 15 minutes.
- Agenda: The rest of the time is up to the facilitators to use for any Sunrise-related purposes. If necessary, a "To-Do" section will be made to assign tasks.
- Check-Out: A temperature check will be used to gauge how members felt about the meeting. Facilitators will be assigned for the next meeting.

Working Group Meetings

Regularity:

- The regularity of working groups will be decided by the working group coordinator (i.e. the engagement coordinator chooses the frequency



that the engagement/onboarding working group meets). It is recommended that working groups have a regular day/time.

Roles:

- Facilitator(s): Every meeting should have 1-2 designated facilitators. This can be the working group coordinator, yet it is encouraged that other working group members rotate facilitation duties and/or support the coordinator with facilitation duties. Facilitators for the following meeting are chosen at the end of each working group meeting.
- Note-taker(s): 1-2 note-taker's will be assigned at the beginning of each meeting. Note-taker's can not be the same member as the facilitator(s). Meeting notes should include a "To-Do" list of tasks delegated during the meeting, At the end of the meeting, note-takers are responsible for sending meeting notes, the meeting "To-Do list," and a quick summary of the meeting in Slack.

Structure:

- Overall: working group meetings should be no more than an hour long.
- Check-ins: Name, pronouns, check-in question, (optional) grounding practice
- Land acknowledgements: Facilitators will use [this guide](#) and [this map](#) to come up with their own land acknowledgement section of the meeting.
- "To-Do" section from the previous meeting will be read aloud, and members can report their progress (and we celebrate the amazing work people did!)
- Announcements: Announcements are open to all hub members. This section should be around 15 minutes.
- Agenda: The rest of the time is up to the facilitators to use for any Sunrise-related purposes. A "To-Do" section will be made to assign tasks.
- Check-Out: A temperature check will be used to gauge how members felt about the meeting. Facilitators will be assigned for the next meeting.

Board Meetings:

Regularity:

- Board meetings will be held weekly during the school year, bi-weekly/as needed over breaks
- These are decided based on a When2Meet before the semester begins
- Board meetings are mandatory for board members (unless an unavoidable conflict or emergency arises) and are open to the entire hub



Roles:

- Facilitator(s): Facilitator(s) sign up on the [facilitation spreadsheet](#) prior to the next board meeting. Facilitators should be board members, and there should be no more than 2 facilitators. Board members are discouraged from facilitating 2 weeks in a row, though they are encouraged to facilitate multiple times in a semester. If no one is available to facilitate, or the facilitator(s) are unavailable last-minute, it is the responsibility of the Hub Coordinator to step in as a facilitator.
- Note-taker: The note-taker signs up on the [facilitation spreadsheet](#) prior to the next board meeting. The note-taker should not be a facilitator, and members are discouraged from taking notes 2 weeks in a row. Meeting notes should include a “To-Do” list of tasks delegated during the meeting, At the end of the meeting, note-takers are responsible for sending meeting notes, the meeting “To-Do list,” and a quick summary of the meeting in Slack.

Structure:

- Overall: Board meetings should not exceed an hour and a half.
- Check-in: Personal check-in to encourage board bonding
- Land acknowledgements: Facilitators will use [this guide](#) and [this map](#) to come up with their own land acknowledgement section of the meeting.
- To-Do List Review: Facilitators should copy and paste assigned tasks from the previous meeting, which will be read aloud and discussed. This is a chance to celebrate wins, as well as offer support for those who are struggling to complete their tasks. This should take no more than 20 minutes.
- Announcements: Announcements start with board members, then are opened up to all hub members. This section should be around 40 minutes.
- Agenda: The rest of the time is up to the facilitators to use for any Sunrise-related purposes. A “To-Do” section will be made to assign tasks.
- Check-Out: A temperature check will be used to gauge how members felt about the meeting. Facilitators will be assigned for the next meeting.

Miscellaneous Meetings: These meetings include trainings, actions, and bonding.

- Land acknowledgements: The facilitators or leaders will use [this guide](#) and [this map](#) to come up with their own land acknowledgement section of the meeting.
- Accessibility: See the Accessibility section in the JEO Amendment



ARTICLE 6: ELECTIONS

- As the Middlebury Sunrise hub, we will have a “flat” organizational model in which we will disperse responsibility throughout the group, while having leadership roles who are well-equipped to serve in their specific roles.
- To maintain a democracy within the hub, we will have interested members of the hub submit a statement of intent via Google Form describing why they want the position of choice and what makes them a good fit for said position. The Hub Coordinator will manage the Google Form/Election process. Once all statements are submitted and have been disseminated throughout the Hub, a live election will be held during which statements will be read aloud by interested members and an anonymous vote will take place. If the two-thirds majority are in favor that a person should take on a leadership role, they will be granted the position. In the case of a tie, we will find a way to split the role into co-coordinators.
- If an officer takes a leave of absence, either explained or unexplained, they are responsible for designating an interim individual to take on their responsibilities until the hub can reconvene to find a permanent replacement for said individual.
- Individuals will serve two semesters in their positions. If people are going abroad and it seems like they can do their job remotely, they may, if not, they will be responsible for designating an interim leader for their position.
- Elections will take place at the end of July before the Fall semester.

ARTICLE 7: REMOVAL, IMPEACHMENT

If, at any point in time, a coordinator has stopped communicating with the hub and/or fulfilling their duties, either their co-coordinator will assume the full responsibility of the role, or another volunteer may take on their responsibilities. If a co-coordinator exists, they have the power to decide if they wish to take on the role in its entirety, or elect a new person to fill the role. If there is no co-coordinator, the whole hub should be given equal opportunity to apply to fill the role through a Google Form, wherein they will state their intent for applying. From there, the election process will proceed as stated in Article 6, where two-thirds majority is required to elect the new individual.

ARTICLE 8: AMENDMENTS

- **Amendment 1: Section on Justice, Equity, and Anti-Oppression (“Bill of Rights”)**
 - Everyone is welcome to join Sunrise Middlebury, regardless of race, gender, class, sexual orientation, ability, religion, culture, or ethnicity
 - From National:



- We cannot successfully address the climate crisis without addressing the ongoing effects of colonialism, slavery, white supremacy, and capitalism.
- The work Sunrise is doing is NOT currently successfully addressing the continuing impacts of colonization, genocide, slavery, and capitalism.
- We cannot win without prioritizing JEAO work and we want to prioritize JEAO work.
- We want to make a goal of growing the percentage of BIPOC people in our membership base by cultivating a community of inclusivity.
- We should support climate because it is good for BIPOC, not support BIPOC because it is good for climate.
- So what are we doing about this?
 - Beginning and end of the semester assessments:
 - Use the [JEAO assessment](#) to self assess as a board and as a hub.
 - Give space for anonymous concerns, complaints, suggestions, etc. and fully address them as necessary.
 - Board members should complete personal assessments using the [Characteristics of White Supremacy](#) as a guide once a month.
 - Membership: Recruit, Retain, Develop framework
 - Collaborations between Engagement, JEAO, and Communications Coordinators.
 - Making positions of power accessible, especially for BIPOC individuals (however, being wary of tokenization).
 - 1:1's for supporting and talking through capacity (making sure the board is intentional about these relationships).
 - Protesting: How do we protect students of color/undocumented citizens when protesting?
 - Creating a non-judgemental community about protesting as being only ONE of the tools for making change.
 - Ensuring everyone knows that protesting is optional and completely by one's own volition.
 - Plugging into relevant trainings (ICE intervention, de-escalation, legal observers).
 - Accessibility: How do we make our events and meetings accessible to as many people as possible (closed captioning, etc.)?
 - For each event or action, we will determine what is necessary for that specific event, as we don't have the funds to pay for a translator.



- We can ensure that we have students/professors decently proficient in other languages, such as ASL, Spanish, etc, especially for larger events.
- Also making spaces fragrance-free, in buildings that are handicap accessible with gender neutral bathrooms. Font in all documents is at least 14 pt. Additionally, for presentations, all images have captions and are described by the presenter. Presenters will also describe their physical appearance and environment (if calling remotely).
- Educating our members: understanding that all of our members may not have the same background when it comes to the GND and environmental justice
 - JEO Mini Lesson at the beginning/end of each meeting.
 - Continuing our study group at some capacity/taking lessons from SLAM/having it be a thing we do over academics breaks..?
 - Have JEO as an agenda item for EVERY meeting.
- Onboarding: Welcome packet for new members
 - Required materials to consume when joining sunrise.
 - Urge all hub coordinators to attend National's training, 'Building a More Just Hub,' and let the coordinators pass on key information.
 - All members should be encouraged to attend other trainings led by Sunrise National regarding JEO.
- Partnerships: Having relationships with other organizations that are 2-way streets; showing up for them and having them show up for us
 - Partnerships Coordinator and JEO Coordinator can collaborate here.
 - Not important to put a climate spin on everything, just showing up for support as an ally and in solidarity.
- Having a working group headed by JEO Coordinator
 - This group would plan trainings, and ensure that everything in this section of the Guide is being observed.
- **Amendment 2: Culture of Care**
 - In Sunrise Middlebury, we make a point to prioritize time outside of work that ensures all members feel cared for, listened to, and included as a part of a welcoming environment and safe space.
 - To cultivate such a culture, we will implement place-based activities, connective bonding events, and create an overall social atmosphere.



- If people wish, they can write in Slack and invite others to do fun activities/games unrelated to normal Sunrise matters.
- **Amendment 3: Board Voting on Proposals & Actions and Vetoing Powers**
 - Voting: Any Sunrise Middlebury member (board or general) may attend a board meeting to propose an action, structural change, etc.
 - A formal vote can be held at any point during a board meeting, but must be announced as a formal vote.
 - It is the responsibility of the meeting facilitator(s) and/or the Hub Coordinator to identify proposals as they are brought up during meetings and hold a vote.
 - If the proposal has been put forth by a board member, only board members may vote on the proposal, unless an objection is made (in which case, a discussion will be held).
 - If a proposal has been put forth by a general member, all Sunrise Middlebury members in attendance of the meeting may vote on the proposal.
 - For propositions which may have an effect on members not in attendance of the meeting at least one of the following must occur:
 - The voting must be done asynchronously, either using a Google Form or other online survey.
 - The vote must be postponed until all necessary members are in attendance.
 - For all voting, a supermajority must be in favor of the action for it to proceed.
 - Although board meetings are open and meeting notes are publicized, any proposals voted on and passed during a board meeting which affect general members of the hub must be made accessible to all affected individuals (through Slack, during full-hub meetings, and in other relevant spaces).
 - Vetoing and Reversals: Although a ____ majority is enough for a proposal to be passed, there are some exceptions to this:
 - If any member directly opposes the proposal, the proposal may not proceed until at least one of the following occurs:
 - The proposal is tabled for edits and voted on again at the next applicable board meeting.
 - A discussion is held which is non-judgemental and holds space for all opinions (barring hate speech).
 - The proposal is let go and effectively vetoed.



- If, after a proposal has passed, a member comes forward with reason to reverse the decision, the proposal must be opened for a vote again and will follow the same proceedings as outlined above.

ARTICLE 9: FINANCES

- Raising Money
 - Sunrise Middlebury has an ActBlue page, which is used to raise money. All donation
 - We are a 501(c)4 organization, meaning that donations are not tax deductible
 - Potential methods of fundraising include but are not limited to: events, merchandise sales, direct asks, personal networks, etc. These efforts will be coordinated by the hub Treasurer.
- Spending Money
 - Sunrise Middlebury has a TrueLink debit card. The card will be under the name of the hub Treasurer.
 - Every two weeks, funds from the ActBlue page are transferred to the TrueLink card.
 - We are a 501(c)4 organization, meaning that we can use our funds to be politically active. We can use funds, for example, to fund travel to the State House for actions, etc.
 - We cannot use funds to do anything in support of a political candidate. This is very rigid. For example, if we host a phonebank for a Green New Deal champion, we cannot use our budget even to buy snacks for that event.
 - Sunrise National has further written guidelines on this, and a Slack channel specifically for compliance questions. It is the hub Treasurer's responsibility to make sure all purchases are compliant.
- Monetary/resource relationship with SNEG
 - Sunrise Middlebury cannot have a financial relationship with SNEG, due to the conflicting 501(c)3 vs. 501(c)4 statuses of the two organizations. To keep things simple, we should not use Sunrise funds for SNEG things, and vice versa.
- Transparency
 - It is the hub Treasurer's responsibility to make sure that budgetary decisions are transparent to all hub members. The budget should be visible to all members, as well as the details of transactions (omitting personal information such as people's names).
- Commitment to Equity



- Especially at an expensive, private institution, we must recognize the privilege many of our members might experience. It is important to name that many members might have a greater ability to donate, but that this movement is not exclusive to people who are less wealthy. Any fundraising effort should include commitment to including people of different socioeconomic backgrounds.
- In addition, hub spending should be progressive. It is critical to spend in ways that advance socioeconomic equity.